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OTR DRAFT

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TRAINING  
1 November 1956

LANGUAGE TRAINING  
FOREIGN LANGUAGE DEVELOPMENT AWARDS

SYNOPSIS: This regulation prescribes the policies, responsibilities and procedures which govern the administration of Agency Foreign Language Development Awards to members of the CIA Career Staff.

CONTENTS

	Page
DEFINITIONS . . . . .	
POLICY . . . . .	
RESPONSIBILITIES . . . . .	
PROCEDURES . . . . .	

1. DEFINITIONS

a. Foreign Language Development Awards

- (1) Foreign Language Development Awards are monetary benefits, granted in recognition of effort to achieve and to maintain foreign language proficiency at awardable levels. The amounts of awards will vary in accordance with: the difficulty of the language; the type of effort (i.e., to achieve or to maintain proficiency); and, the level of proficiency achieved or maintained.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

TRAINING  
1 November 1956

(2) Foreign Language Development Awards are of two types as defined below:

(a) Achievement Awards are those granted for achieving an awardable level of proficiency in a foreign language for the first time, or for increasing the level of proficiency to the next higher awardable level. An achievement award may be earned only once for each awardable level of proficiency attained in the same foreign language.

(b) Maintenance Awards are those granted for maintaining an awardable level of proficiency in a foreign language on a continuing basis. Maintenance awards may be earned annually on a recurring basis.

b. Awardable Levels of Proficiency in Foreign Languages

There are three awardable levels of proficiency which govern the amount of Achievement and Maintenance Awards:

(1) High Proficiency (Comprehensive): Ability to read, speak, write and understand at a high level of performance; ability to function freely in the language in non-technical matters in dealings with educated native speakers of the language, handling intermediate

**C-O-N-F-I-D-E-N-T-I-A-L**

25X1A

**TRAINING**  
**1 November 1956**

materials with nearly the same degree of accuracy and speed expected of a native speaker and difficult, though non-technical materials in a reasonably comprehensible manner at moderate speed.

- (2) **Intermediate Proficiency (Comprehensive):** Ability to read, speak write and understand at a moderate rate of speed with a high degree of accuracy. This includes basic familiarity with the structure of the language, ability to use the language easily in routine business and normal social-travel situations, and ability to read newspapers with the aid of a dictionary.
- (3) **Specialized Proficiency:** Ability either to read, or to speak in the language at the level of skill described for High Proficiency (Comprehensive).

**2. POLICY**

No mention made of policy concerning acquisition of a language through command assignment or study on individual initiative.  
(Par 6, a(1) of memo)

- a. **Foreign Language Development Awards** are authorized for members of the Career Staff who achieve or maintain an awardable level of proficiency in a designated foreign language.

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

TRAINING  
1 November 1956

Awards should not be limited to Career Staff but after one year's probationary status to encourage study of language.  
(Par 6, a(2) of memo)

- b. Staff personnel who are not members of the Career Staff may take language training to develop language proficiency. Such personnel may receive a development award, however, only by adequate performance in an Agency foreign language proficiency test following acceptance into the Career Staff.
- c. Eligibility for awards will be determined by performance in Agency foreign language proficiency tests.
- d. Foreign Language Development Awards will be granted as an incentive for effort made to achieve, to increase and to maintain awardable levels of proficiency in designated foreign languages. Awards will not be granted merely as a bonus for possession of foreign language proficiency.

Accordingly:

- (1) Achievement Awards will not be made for foreign language proficiency possessed by the individual as of the date of this regulation, or at a subsequent date of entrance on duty, except that a retroactive award can be made when an employee can prove that past study was undertaken on individual initiative to enhance his value on his Agency assignment.
- (2) Maintenance awards will not be made:

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



TRAINING  
1 November 1956

- (a) For High Proficiency (Comprehensive), acquired by the individual prior to employment primarily by virtue of residence abroad or family association, that may be maintained without appreciable effort.
- (b) For proficiency in a language or languages representing a major basis of the individual's employment and position assignment in the Agency, that may be maintained largely as a consequence of the duties of the assigned position.
- e. Eligible individuals may qualify for Achievement and maintenance Awards in more than one designated foreign language.
  - (1) Those excluded from Awards by the provisions of paragraph 2.d. (1) above may:
    - (a) Qualify for Achievement Awards by increasing the level of proficiency to a higher awardable level, or by achieving an awardable level of proficiency in another designated foreign language;
    - (b) Qualify for Maintenance Awards in those foreign languages in which they are now proficient, except as restricted by paragraph 2.d. (2).

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

TRAINING  
1 November 1956

(2) Those excluded from Maintenance Awards by the provisions of paragraph 2.d. (2) above, may qualify for Achievement and Maintenance Awards in other designated foreign languages, or, where proficiency is less than High Proficiency (Comprehensive), by increasing the level of proficiency to a higher awardable level.

- f. The established foreign language training programs of the Agency are available to staff personnel who wish to acquire foreign language proficiency who have been recommended by supervisors and/or career management panels for foreign language study and who are accepted for enrollment by the Director of Training. The maintenance of proficiency, however, is regarded as a responsibility of the individual and not an obligation of the Agency. ~~Under conditions prescribed by the Director of Training, established Agency facilities may be used on a space available basis to maintain proficiency. Continuation of the individual in established programs for development of maintenance will depend upon periodic demonstration of reasonable and acceptable progress or performance.~~

Negative in concept of total program; disagrees with CS idea to encourage spare time study to maintain skills. CS personnel should have free access to laboratory. OTR should expand class and lab for after hours study. (Par. 6.a (4) of memo)

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



TRAINING  
1 November 1956

3. RESPONSIBILITIES

- a. The Deputy Director (Support) will designate the languages and establish the amounts of foreign language development awards. ~~by the Deputy Director of Training~~  
~~by the Deputy Director of Training~~
- b. The Director of Training will:
  - (1) in consultation with appropriate Deputy Directors, Recommend those foreign languages for which Development Awards are authorized and the amounts of awards in each case for approval of the Deputy Director (Support).
  - (2) Conduct Agency foreign language proficiency tests for candidates for Development Awards; determine the eligibility of the candidate for an award and the type and amount of award for which the candidate is eligible; and, provide official certification of eligibility of each candidate to the Director of Personnel for inclusion in the official personnel folder, and to the candidate.
  - (3) Provide annually for the funds required to meet the costs of Foreign Language Development Awards in the Office of Training budget, and approve the necessary documents to effect payment of awards.
- c. The Director of Personnel will record the language achievements of Agency personnel as certified by the Director of Training in the Foreign Language Register and in the individual's official personnel folder.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

TRAINING  
1 November 1956

d. Deputy Directors will:

- (1) Consult with the Director of Training to recommend those foreign languages for which Developmental Awards are to be authorized and the amounts of awards in each case, thereby insuring that the Awards Program is in consonance with operational need.
- (2) Establish appropriate procedures within their components to insure the orderly and just processing of applications for awards.

4. PROCEDURES

a. To Become a Candidate for a Foreign Language Development Award

- (1) All staff personnel who wish to become qualified for a Foreign Language Development Award in any designated foreign language through established command channels,

will make application, at any time, <sup>7</sup> to the Director of Training on Agency Form No. 1005, "Application of Candidate; Foreign Language Development Award."

- (2) Those who, at the date of application:

- (a) Are proficient in one or more of the designated foreign languages will establish the level and type of proficiency they possess by completing the foreign language proficiency tests as scheduled by the Director of Training.

Refer to command channels in (2) also, as in (1)



**C-O-N-F-I-D-E-N-T-I-A-L**

25X1A



**TRAINING**

**1 November 1956**

(b) Possess no appreciable proficiency in the foreign language in which they wish to qualify for award, will provide written certification to this effect to the Director of Training on Agency Form No. 1005.

**b. To Become Qualified for a Foreign Language Development Award**

Rewrite (1) &  
(2) Career  
Status should  
not be required  
(See para C(3)  
of memo)

(1) Members of the CIA Career Staff who, at the date of application as candidates for a Foreign Language Development Award:

(a) Possess an awardable level of proficiency in a language, as determined by the Director of Training on the basis of proficiency test results, will be registered as candidates to receive an initial Maintenance Award after six months upon demonstration in a second proficiency test that proficiency has been maintained. Thereafter, candidates may qualify for additional maintenance awards after twelve months by successful completion of proficiency tests.

(b) Possess less than an awardable level of proficiency in the language may qualify for an Achievement Award at such time as they are able successfully to complete the proficiency test, and annually thereafter, for Maintenance Awards, by successful completion of annual proficiency tests.

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



TRAINING  
1 November 1956

(2) Staff employees not yet members of the Career Staff who, at the date of application as candidates for Foreign Language Development Awards:

- (a) Possess an awardable level of proficiency in a language, as determined by the Director of Training, on the basis of proficiency tests results, will be registered as candidates to receive an Initial Maintenance Award for the proficiency level possessed, to be effective upon satisfactory completion of a second proficiency test taken after acceptance into the Career Staff but no sooner than six months from the date of application as a candidate for award.
- (b) Possess less than an awardable level of proficiency in the language, but who become otherwise qualified for award prior to entry into the Career Staff, will be registered as candidates to receive an Achievement Award to be effective upon satisfactory completion of a proficiency test taken after acceptance into the Career Staff.

Unclear as to  
time of payment:  
delete allusion  
to Career  
Staff ( para  
6, c(4) of  
memo)

(3) Agency personnel at Foreign Field Stations who:

25X1A

- (a) Acquire an awardable level of proficiency in a designated foreign language during a tour of duty away from Headquarters may establish eligibility for awards upon their return to Headquarters.

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



TRAINING  
1 November 1956

(b) Are members of the Career Staff, and who, prior to departure from Headquarters, demonstrated possession of an awardable level of proficiency in a designated foreign language by successful completion of foreign language proficiency tests, may be granted maintenance awards for each twelve months period following the date of the original demonstration of proficiency, provided that maintenance of proficiency is demonstrated to the Director of Training upon return to Headquarters.

through established training channels

(4) The Director of Training will notify / each candidate of his performance in foreign language proficiency testing. Those qualified for awards will be informed of the amount, and the date upon which the award will become effective.

c. Payment of Awards

- (1) The Director of Training will approve awards to individuals as soon as he determines that they are eligible and qualified.
- (2) All awards will be paid to the individual in a lump sum and will be disbursed from vouchered or confidential funds in accordance with the manner in which the recipient is normally reimbursed for his services.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



TRAINING  
1 November 1956

d. Schedule of Awards

The amounts of Achievement and Maintenance Awards for designated foreign languages and proficiency levels will be set forth in Agency notices to be issued periodically.

C-O-N-F-I-D-E-N-T-I-A-L